EMERGENCY AND MINOR HOME REPAIR PROGRAM

CONTRACTORS

A step by step guide to doing business with Town of Gilbert's Emergency Home Repairs Program



IT'S EASY AS 1-2-3...

- 1. Read
- 2. Register
- 3. Return



WE WANT YOU TO WORK FOR US!

* Follow this brief presentation find out how to become a vetted Emergency Home Program vendor

LOCAL PROFESSIONALS WANTED

- Gilbert hires only licensed, professional contractors to provide efficient, timely and quality repairs to homeowners in need
- A rotating pool of contractors bid on large and small home repair projects in all trades ~ appx. 60-80 projects annually
- Contractors receive detailed project assessments via e-mail Contractors set appointments with homeowners to assess scope of work
- After assessment, contractors submit written bids containing labor and materials costs
- Contractor awarded with notice to proceed
- Contractor completes job and submits invoicing for payment

QUALIFICATIONS

- Licensed contractor in good standing with Arizona Registrar of Contractors
- Sole proprietor or employer with multiple employees
- * All trades welcome!
- * Priority is given to local, minority and women-owned business participating in this federally-funded program.





LET'S GET STARTED...

Town of Gilbert requires each contractor to fill out a brief vender file with some documents that includes the following:

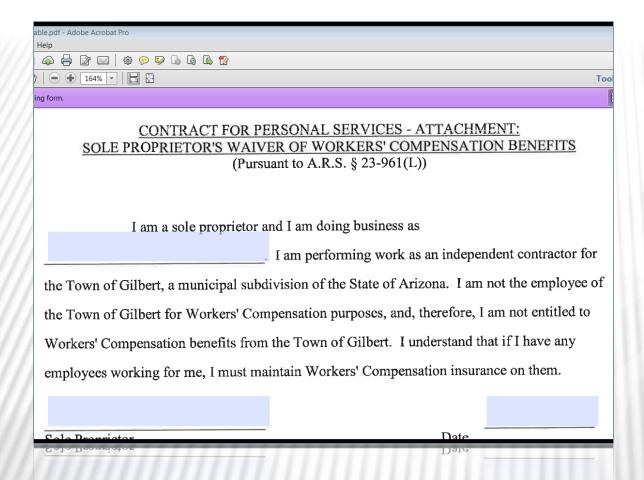
- 1. Signed copy of W-9 Taxpayer Certificate
- Signed Sole Proprietor form or Workman's Compensation Insurance Copy
- 3. DUNS and SAM numbers
- 4. Signed Debarment and Suspension Form
- Sample Invoice Copy
- 6. Certificate of Insurance with Town of Gilbert as Added-Insured to your policy

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W_9 Request for Taxpayer			Give Form
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Name (as shown on your income tax return). Name is required on this line; do not leave this line blan			
Business name/disregarded entity name, if different from above			
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. C	heck only one of the		tions (codes ap
following seven boxes.			tities, not individus ns on page 3):
Individual/sole proprietor or C Corporation S Corporation Partnership	Trust/estate	instruction	is on page 3).
single-member LLC		Exempt pa	ayee code (if any
Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partr	ership) ►		
Note: Check the appropriate box in the line above for the tax classification of the single-member		Exemption	n from FATCA re
LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner for U.S. federal tax purposes.		code (if ar	ıy)
is disregarded from the owner should check the appropriate box for the tax classification of its ov			
Other (see instructions) ▶			counts maintained out
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name a	and address	(optional)
6 City, state, and ZIP code			
6 City, state, and ZIP code			

W-9 TAXPAYER INFORMATION

Fill out the form





SOLE PROPRIETOR OR WORKMAN'S COMPENSATION WAIVER FORM

Fill out the form



MULTIPLE EMPLOYEES

- Workman's Compensation Insurance copy required
- * Sample

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AWARD Kroll Construction Inc. 29317 Ford Rd Garden City, NI 48135			ISSUED & Auto Owners					
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INSURANCE

DUNS REGISTRATION

- DUNS stands for "Data Universal Numbering System." Numbers are issued by Dun and Bradstreet and consist of a nine-digit numeric code.
- Provided FREE OF CHARGE
- **x** Call 1-866-705-5711
- Be prepared to provide the following:
 - Name of Business
 - Address
 - Telephone Number
 - Name of the head of the business (Owner, CEO, President, Director, Etc.)
 - Type of Business
 - Total number of employees (both full and part-time)

SAM REGISTRATION

- SAM is the System for Award Management registration and is an official U.S. government registration for businesses receiving federal money.
- SAM registration is FREE and on-line only.
- Register at <u>www.sam.gov</u>
 - Link in center of page-"Register/Update Entity"
 - 1 hour process
 - Registration confirmed ~ 2 weeks



READY, SET... GO!

Check that you are ready to submit the following documents to Town of Gilbert for vendor registration

- Signed copy of W-9 Taxpayer Certificate
- Signed Sole Proprietor form or submit Workman's Compensation Insurance Copy
- DUNS and SAM numbers (or e-mailed confirmations of both registrations)
- Signed Debarment and Suspension Form
- Sample Invoice Copy
- Certificate of Insurance with Town of Gilbert as Added-Insured to your policy



SUBMIT TO US!

Contractors may submit via e-mail to robert.kropp@gilbertaz.gov



- Mailed copy acceptable to:
 - Town of Gilbert Emergency Home Repairs Program 50 East Civic Center Drive Gilbert, AZ, 85296
- Staff will review your information and inform you of your status within 2 business days



QUESTIONS?

Please ask!

Contact Robert Kropp

- Gilbert's Housing Rehabilitation Program Coordinator
- **•** (480) 503-6277
- Robert.kropp@gilbertaz.gov



